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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

December 2014

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the first and second quarter 2015 continuing education courses from February 3 through April 29 at five locations.

## **Personal Property Tax**

**IN Course Number: IN 462**

**7.5-hours of continuing education credit by the Department of Local Government Finance**

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

## **Sales Disclosures**

**IN Course Number: IN 141**

**7.5-hours of continuing education credit by the Department of Local Government Finance**

This course will provide both the novice assessor and the seasoned professional with a review of the basic procedures that should be followed when Sales Disclosures are received in their offices. Procedures covered include: component parts of the disclosure, relevance to the assessment office, and use of the disclosure in the appraisal process. Students will be exposed to a review of basic real estate concepts including the definition of market value and its origin, the concept of an arm's length transaction, and its importance to statutory compliance for assessments. The course will proceed into the realm of practical application and analysis.

## **Math for Assessors**

**IN Course Number: IN 132**

**7.5-hours of continuing education credit by the Department of Local Government Finance**

This course focuses on basic mathematical functions that assessment official's use regularly. Topics covered in this course include: mathematical symbols, decimals, addition, subtraction, multiplication, division, round of numbers, fractions, decimals, percentages, review of basic algebra, review of basic geometry, and ratios. This is an introductory course.

## **Cadastral Mapping**

**Course Number: IN 251**

**7.5 hours of continuing education credit by the Department of Local Government Finance**

This course gives students an overview of cadastral mapping techniques, which will prepare assessment officials to create a map to an aerial photo base. It is recommended that students have a basic understanding of land records, legal descriptions, and mapping, prior to attending class.

**Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.**

### **Locations**

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville

### **Registration**

There is no registration fee for Department continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT [WWW.IND-PACE.COM](http://WWW.IND-PACE.COM). This site will allow you to register, get directions, check your registrations, and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

**All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.**

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address you will not receive a confirmation of your class registration so you are encouraged to register on the website.

### **Details**

The Department's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her via e-mail at [lharris@briljent.com](mailto:lharris@briljent.com).

Course manuals will be available on-site at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

DLGF Continuing Education Registration Form  
First Quarter 2015

Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please register me for the class I have indicated below by checking its date and location:

**First Quarter 2015:    Personal Property Tax (Course No. 462)**  
**Sales Disclosures (Course No. 141)**

<input type="checkbox"/> <b>IN</b> <b>462</b>	February 3 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> <b>IN</b> <b>141</b>	February 17 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> <b>IN</b> <b>141</b>	March 3 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>141</b>	February 3 – Indianapolis Indiana Wesleyan University (Priority Way)	<input type="checkbox"/> <b>IN</b> <b>462</b>	February 17 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>462</b>	March 4 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>462</b>	February 4 – Indianapolis Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> <b>IN</b> <b>141</b>	February 18 – Fort Wayne Indiana University-Purdue University (IPFW)		
<input type="checkbox"/> <b>IN</b> <b>141</b>	February 4 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> <b>IN</b> <b>462</b>	February 18 – Merrillville Indiana Wesleyan University		

Mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by e-mail at lharris@briljent.com.

***The preferred method of registration is online at [www.ind-pace.com](http://www.ind-pace.com).***

**\*\*See back side of this letter for Second Quarter class offerings**

DLGF Continuing Education Registration Form  
Second Quarter 2015

Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please register me for the class I have indicated below by checking its date and location:

**Second Quarter 2015: Math for Assessors (Course No. 132)**  
**Cadastral Mapping (Course No. 251)**

<input type="checkbox"/> <b>IN</b> <b>132</b>	April 6 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>132</b>	April 15 – Indianapolis Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> <b>IN</b> <b>132</b>	April 28 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>251</b>	April 7 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>251</b>	April 15 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> <b>IN</b> <b>251</b>	April 29 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>132</b>	April 14 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> <b>IN</b> <b>251</b>	April 20 – Merrillville Indiana Wesleyan University		
<input type="checkbox"/> <b>IN</b> <b>251</b>	April 14 – Indianapolis Indiana Wesleyan University (Priority Way)	<input type="checkbox"/> <b>IN</b> <b>132</b>	April 21 – Merrillville Indiana Wesleyan University		

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